

Atlantic Technical College & Technical High School

ADMINISTRATIVE OFFICE SPECIALIST

Course Content:

Students will be prepared for employment as an administrative assistant, administrative specialist, front desk specialist, and information technology assistant. This program offers a broad foundation of knowledge and skills expanding the traditional role of the administrative assistant. The content includes the use of technology to develop communication skills, higher-level thinking skills, and decision making skills; the performance of office procedures; the production of quality work in an efficient manner using advanced features of business software applications; administrative/financial functions; production of desktop publishing quality documents; exploration of new technologies; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

After successfully completing this program, the student will be able to perform office procedures and tasks, computer applications, which include, Word, Excel, Powerpoint and Access, and manual and computerized accounting activities using QuickBooks, Excel and various other software packages.

Additional Skills Covered:

- Accounting Theory
- Adobe Acrobat
- Business Fundamentals
- Communication Skills
- Computer Literacy
- Digital Publishing
- Document Processing
- Employability Skills and Portfolio
- Keyboarding Speed and Accuracy Development
- Microsoft Office 2016
- Supervisory Procedures

Admission Requirements:

- 16 Years of Age or older
- Complete a Program Specific Orientation
- Basic Skills Testing or Exemption
- Meet with Program Counselor/Advisor



Program Length:

1050 hours
(approximately 10 months full-time)
(approximately 20 months part-time)

Program Offered:

August, January & June

Delivery Method:

Traditional – 100% classroom-based
Hybrid - Less than 100% of required instructional hours via distance education
Distance – 100% of required instructional hours via distance education

Days & Times:

Traditional:
Mon – Fri 7:05 am – 1:50 pm (full-time)
Mon – Fri 7:05 am – 10:05 am (part-time)

Blended Distance:

(with mandatory on-campus labs & finals)
Distance: Mon, Tues, Wed, Fri
On-campus Lab: Thu 5:30 pm – 8:30 pm

100% Distance:

(with mandatory virtual weekly labs)
Distance: Mon, Tue, Wed, Fri
Virtual Lab: Thu 5:30 pm – 8:30 pm

Job Outlook:

For information regarding Administrative Office Specialist salaries/wages, visit floridajobs.org



Enroll in This Fast Track Program
for a Career in a Year



Atlantic Technical College and Technical High School

4700 Coconut Creek Parkway, Coconut Creek, FL 33063
754-321-5100 | Fax: 754-321-5380

Atlantic Technical College Arthur Ashe, Jr. Campus

1701 NW 23rd Avenue, Fort Lauderdale, FL 33311
754-322-2800 | Fax: 754-322-2880

For more information call 754-321-5200 or visit atlanticttechnicalcollege.edu

ADMINISTRATIVE OFFICE SPECIALIST

B070330 (1050 Hours)

Tuition (approximate cost based upon program length)		\$2,940
Lab (approximate cost based upon program length)		\$158
Basic Skills Test		\$15
Registration (non-refundable fee)	\$40 per semester or \$20 per quarter	\$80
Annual Student Activity Fee	\$20 per academic year	\$20

Tuition, Lab, Assessment, Registration, Activity Fee (approximate costs)

There may be additional costs associated with books, uniforms, special tools, equipment and other related items.

\$3,213

GET STARTED TODAY!

YOUR ACTION STEPS:

- Step 1: Attend a Program Specific Orientation
- Step 2: Reply to Follow-up E-mail
- Step 3: Secure Funding Source
- Step 4: Registration, Payment and Enrollment

POSSIBLE JOB TITLES:

- Administrative Assistant
- Front Desk Specialist
- Receptionist

Industry Certification & State Credential Exams:

Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study. Exam costs are additional; however, you may qualify for reimbursement of your exam cost(s) upon passing. See your program counselor/advisor for more information.

College Credit Transfer Opportunity and/or Advanced Standing:

Upon completion of the program and meeting eligibility requirements, including the attainment of an aligned industry certification, students may be awarded credits toward an Associate Degree by the Florida College System. Students must enroll within two (2) years of completing the program at Atlantic Technical College. Additional college credit may be awarded with the attainment of additional industry certifications.

Books/Supplies:

For a list of books and prices go to www.atlantictechnicalcollege.edu/bookstore-price-list/ or visit the bookstore on campus. Additional supply information can be found in the syllabus located on the Web page for this program.



The mission of Atlantic Technical College and Technical High School is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.